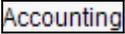
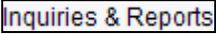
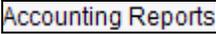
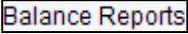
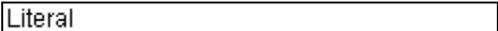


## Fund Summary by Fund Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Accounting</b> link. 
3.	Click the <b>Inquiries &amp; Reports</b> link. 
4.	Click the <b>Accounting Reports</b> link. 
5.	Click the <b>Balance Reports</b> link. 
6.	Click the <b>Fund Summary by Fund</b> link. 
7.	Click the <b>Data Selection</b> option. 
8.	Click the <b>Submit</b> button. 
9.	To narrow the report by Fund click the <b>drop down</b> list of the Right Operand column for the Fund row. 
10.	Click the <b>Literal</b> list item. 
11.	Enter the desired information into the <b>Literal Value</b> field.
12.	Click the <b>OK</b> button. 
13.	To narrow the report by Agency click the <b>drop down</b> list of the Left Operand column for the first blank row.
14.	Click the <b>Agency Number</b> Field
15.	Click the <b>drop down</b> list of the Comparison column. 
16.	Click the <b>is equal to</b> list item. 

Step	Action
17.	Click the <b>drop down</b> list of the Right Operand column. 
18.	Click the <b>Literal</b> list item. 
19.	Enter the desired information into the <b>Literal Value</b> field.
20.	Click the <b>OK</b> button. 
21.	Click the <b>OK</b> button. 
22.	Complete the following fields:  <b>Period Number</b> - enter the period number (Ex. Enter 1 for July, 2 for August)  <b>Fiscal Year</b> - enter the 2-digit fiscal year (Ex. Enter 06 for FY beginning July 1, 2006)
23.	Click the <b>OK</b> button. 
24.	Click the <b>OK</b> button. 
25.	To view the report you will need to go to <b>View Job Status</b> . For more information go to the Reports Lesson under the System Basics <a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a> Training Guides.  You have successfully completed this lesson. <b>End of Procedure.</b>